

Academic Success Centre



Creating Class Test Definitions in ClockWork

1. CLOCKWORK INSTRUCTOR SERVICES PORTAL

- a. Open the ['ClockWork Instructor Services Portal'](#):
 - i. Select the 'Courses' tab.




- ii. Find the relevant course and select "Tests and Exams"

Course	Options
<input type="text"/> SECTION: 800 LEC (TERM: Spring Term 2023) OFF	Accommodation Letters ★ Tests and Exams

2. CREATE THE CLASS TEST DEFINITION

- a. Enter the date of the test and click "Add this test".

Tell us about an upcoming test

Date of test:  [Add this test](#)

b. Enter the Test / Exam Information and click “Next”

i. For time-limited asynchronous exams:

- the start time should be the time at which the exam opens for all students.
- the end time should reflect the designed duration of the exam for all students.

1. Test / Exam Information

Course: ANTHR 999 sect. A1 (Spring) North This is a final exam

Exam Details
Please enter the exam date and time.

- Select the Exam date using the **Calendar** icon.
- Enter the **regular class exam start and end times** (in Mountain time)
 - in 5-minute increments using the drop-down menu, or
 - in 1-minute increments manual in the open text box.

PLEASE NOTE:

- For time-limited exams within a longer time windows and for asynchronous exams,
 - the start time should be the time at which the exam opens for all students.
 - the end time should reflect the designed duration of the exam for all students.
- Our office will calculate accommodated exam duration (including exam time multipliers and exam break rates) and email you the total exam duration (in minutes).
- *If you have questions or require assistance, please contact*

Date of test: 5/25/2023

Test start time:

Test end time:

Previous Next Cancel

c. Review the students who are registered for the exam and click “Next”.

- i. Since you are creating a new test definition, there will be no students registered for the exam.

2. Students scheduled to-date for ANTHR 999 sect. A1 (Spring) North

Review the list of students below who have registered for this exam.

PLEASE NOTE:

- The listed start times may not align with the regular class exam start time due to variations in accommodated exam start times.
- You must confirm the exam start time with your student.
- This list may include students whose course withdrawals have not yet synced from Bear Tracks to our system.
- Some students choose not to use their accommodations for some exams. Therefore, this list may not contain all students in this course for whom you have received letters of accommodations.

Select **Next** at the bottom of the page to continue.

Student Name & ID	Date	Time
None yet.		

Previous Next Cancel

- d. Provide the test information about your exam by answering the questions in Step 3. Click “Next” after answering all the questions that are relevant to your test.

1. Test details	3. Test Information for ANTHR 999 sect. A1 (Spring) North
2. Students	Accommodations-related questions for North Campus and Campus Saint-Jean courses? Please get in touch with arrec@ualberta.ca .
3. Test Information	Proctoring-related questions for North Campus? Please get in touch with dosproc@ualberta.ca .
4. Submit changes	Proctoring-related questions for Campus Saint-Jean? Please get in touch with corue@ualberta.ca .
	Accommodations-related questions for Augustana Campus courses? Please get in touch with augar@ualberta.ca .
	<hr/> Please answer questions one to six about your regular course exam. Questions marked with an asterisk (*) are mandatory.
	1. On what University of Alberta campus will your exam take place?*
	<input type="checkbox"/> North Campus <input type="checkbox"/> Campus Saint-Jean <input type="checkbox"/> Augustana Campus
	2. What materials and devices will your students be permitted to use during the regular class exam?*

- i. If you require proctoring support from the Dean of Students’ Proctoring Centre, be sure to click “yes” in response to the question: “3. Do you want the Dean of Students Proctoring Services to proctor students in your class who are approved for accommodations for this exam?*

3. Do you want the Dean of Students Proctoring Services to proctor students in your class who are approved for accommodations for this exam?*
*
<input type="radio"/> Yes
<input type="radio"/> No
Disclaimer(s):
By indicating 'Yes,' you are requesting that the Dean of Students Proctoring Services proctor students from your class who are approved for accommodations for this exam.
By indicating 'No,' you are indicating that you will be responsible for proctoring all your students in your class and facilitating approved exam accommodations for this exam.

- e. **Confirm your exam details and upload a copy of your exam if it requires conversion to alternate format. Click “Submit changes”.**

<p>1. Test details</p> <p>2. Students</p> <p>3. Test Information</p> <p>4. Submit changes</p>	<p>4. Confirm exam details for ANTHR 999 sect. A1 (Spring) North</p> <p>Please review the exam information below carefully. Then, select Submit changes at the bottom of the page to confirm your exam details and upload your course exam (if required).</p> <p>IMPORTANT FILE UPLOAD NOTICE: Instructors need to upload exam files in the following situations:</p> <ul style="list-style-type: none">• Our office needs to convert an exam to an alternate format (e.g., audio files, electronic braille, e-text accessible formats, hardcopy formats).• Your students will write a paper-based exam to be proctored in person by DoS Proctoring.• Your students will write a remote exam, not on eClass, to be proctored by DoS Proctoring. <p>PLEASE NOTE: If conversion to alternate formats is required, please upload the exam in the ClockWork Online Instructor Services portal a minimum of three (3) full business days before the exam date to allow sufficient time for exam conversion.</p> <p>If you have questions or need assistance, please contact dosproc@ualberta.ca.</p> <p>Test details</p>
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File upload

To successfully upload your exam, please take note of the following upload instructions:

- **file names must not include ampersands (“&”)**
- **do not upload previously submitted exam files**
- **only one file may be uploaded at a time.** If your exam includes multiple files
 - “zip” all exam documents into one zip file and upload the zip file; or,
 - repeat the exam upload process for each exam file.

If you have questions or require assistance, please contact araltf@ualberta.ca.

Select test/exam file to submit:

PLEASE NOTE: Remember to select the **'Submit Changes'** button below to confirm and submit your exam.

 [Please print a copy for your records.](#)

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Submit changes

Cancel